



## **COMMISSION ON CORRECTIONAL PEACE OFFICER STANDARDS AND TRAINING**

**APPROVED**

### **Curriculum Review Committee Meeting Wednesday, December 11, 2002 R.A. McGee Correctional Training Center**

#### **In Attendance:**

Lt. Pietro DeSantis II, Committee Chairperson  
Dr. Paul Bestolarides, Committee Member  
Ms. Shirley Hanes, P&CSD  
Ms. Monique Ford, CPOST (Recorder)  
Ms. Paula French, CPOST  
Ms. Linda Mobery, CDC Parole  
Mr. Rick Winistorfer, CDC Parole  
Ms. Louise Allen, CDC HCSD  
Ms. Evalyn Horowitz, CDC HCSD  
Ms. Derri Hamada, CDC HCSD  
Mr. Lawrence McCabe, CDC HCSD  
Ms. Gretchen Jung, CDC Headquarters

Mr. Rick Grenz, CDC Headquarters  
Ms. Melinda Silva, CCPOA PAAC  
Ms. Sherry West, ODT  
Mr. Robert Main, ODT  
Ms. Patty Sloan, CDC  
Mr. Leo Wafford, CDC  
Ms. Deborah Kamara, CDC  
Ms. Kathleen Lofstom, CDC  
Ms. Mary Wakefield, YATC  
Ms. Sally Morgan, YATC  
Mr. Gary Parks, YATC  
Ms. Alison Malloy, YATC  
Ms. Minnie Tam, CYA  
Ms. Carol Faith, CYA  
Ms. Lillian Hill, CDC Headquarters

#### **Committee Member(s) Absent:**

Ms. Mary McElhannon, Committee Member  
Mr. Doug Peterson, Committee Member

### **I. Introductions**

The Curriculum Review Committee meeting was held on Wednesday, December 11, 2002 at R.A McGee Correctional Training Center, 9850 Twin Cities Road, Galt, CA. The Committee Chairperson, Lt. DeSantis, and recorder, Monique Ford, were present. A quorum being present, the meeting was called to order at 9:10a.m. Introductions followed.

### **II. Draft Minutes From Previous Meeting**

Lt. DeSantis called for corrections to the minutes from the November 6, 2002, Curriculum Meeting. After a brief discussion Lt. DeSantis moved that the minutes be table until the next meeting on January 8, 2002, and the motion was seconded. A vote was taken; the motion carried.

### III. Lesson Plan Reviews

#### **CDC – Basic Supervision Academy**

##### **❖ Staff Substance Abuse Testing**

To meet CPOST Standard #4c, the designers must change Objective #4 to align with the test item and the content.

Lt. DeSantis moved to recommend Provisional Approval; motion was seconded. A vote was taken and the motion passed.

#### **CDC – Advanced Supervision**

##### **❖ Managing Fiscal Resources**

To meet CPOST Standard #4a, the designers must align the dates between the lesson plan and the workbook. To meet Standard #4c, the designers must include a TR note to ensure students follow along in the workbook.

Lt. DeSantis moved to recommend Provisional Approval; motion was seconded. A vote was taken and the motion passed.

##### **❖ Team-Building for Supervisors**

To meet CPOST Standard #4a, the designers must identify the number of instructors required for the lesson plan. To meet Standard #4d, the designers must delete the Trainer's note related to forms A and B on page 12 of the lesson plan. To meet Standard #4e, the designers must include a Trainer's note in the instructor's guide to align with pages 16-23 and 28. To meet Standard #6, the designers must insert the minimum requirements for the instructor.

Lt. DeSantis moved to recommend Provisional Approval; motion was seconded. A vote was taken and the motion passed.

##### **❖ Effective Writing for Supervisors**

This lesson plan was withdrawn.

#### **CDC – Sergeant's Academy**

##### **❖ Crime Scene Management**

This lesson plan was withdrawn

### **CDC – In-Service Training**

The following lesson plans were withdrawn:

- ❖ Emergency Operations Plan
- ❖ Supervision of Inmates
- ❖ Clothed Body Search
- ❖ Area Search
- ❖ Cell, Room, Dorm, and Bed Area Searches

### **CDC – Self Taught Instructional Workbook**

#### **❖ Tuberculosis Training for Correctional Employees**

To meet CPOST Standard #4d, the designers must clearly identify a positive test on page 10 of the lesson plan. To meet Standard #4f, the designers must develop an objective to align with test question three and seven; and the content for Objective #6 needs to be clearly identified in relation to the four steps listed in the lesson plan. To meet Standard #6, the designers must add a Trainer's note letting the students know who to contact in the even they have any questions.

Lt. DeSantis moved to recommend Provisional Approval; motion was seconded. A vote was taken and the motion passed.

### **CDC – Parole Agent Academy**

#### **❖ Constitutional Issues**

To meet CPOST Standard #2, the designers must clarify the prerequisites for the Basic Parole Agent I Academy and 7(k) field Parole Agent courses. To meet Standard #4c, the designers must align the overheads with the coversheet. To meet Standard #4d, the designers must clearly identify all of the handouts. To meet Standard #4f, the designers must change Objective #8 to align with test question #7.

Lt. DeSantis moved to recommend Provisional Approval; motion was seconded. A vote was taken and the motion passed.

#### **❖ Contact with Victims**

To meet CPOST Standard #2, the designers must clarify the prerequisites for the Basic Parole Agent I Academy and 7(k) field Parole Agent courses. To meet Standard #4c, the designers must align the coversheet objectives with the Power Points.

Lt. DeSantis moved to recommend Provisional Approval; motion was seconded. A vote was taken and the motion passed.

❖ **PAST- First Quarterly**

To meet Standard #4d, the designers must add a closing statement to the lesson plan. To meet CPOST Standard #5, the designers must insert a Trainer's note for the instructor to review the safety provisions with the students.

Lt. DeSantis moved to recommend Provisional Approval; motion was seconded. A vote was taken and the motion passed.

**CYA – Basic Academy**

❖ **Casework: Classification (plus revised mock living unit file)**

To meet CPOST Standard #4d and #4e, the designers must add a Trainer's note to ensure there is a question and answer period included to align with the mock living exercises on pages 53, 81, and 90.

❖ **Casework: Special Case Requirements/Notification**

To meet CPOST Standard #4c, the designers must correct the wording of Objectives #3, 9, and 14.

Lt. DeSantis moved to recommend Provisional Approval; motion was seconded. A vote was taken and the motion passed.

❖ **Casework: Ward Files**

To meet CPOST Standard #4d, the designers must correct the Table of Contents in the participant guide.

Lt. DeSantis moved to recommend Provisional Approval; motion was seconded. A vote was taken and the motion passed.

**CPOST Apprenticeship Program**

❖ **CDC – Parole Agent Academy Apprenticeship Program**

❖ **CYA – Basic Academy Apprenticeship Program**

To meet CPOST Standard #1, the designers must add consequences in the need statement.

To meet CPOST Standard #4a, the designers must correct the course title and switch the course and lesson plan title. To meet Standard #4c, the designers must add a criterion to objective #1. To meet Standard #4f, the designers must add a test item to align with Objective #1.

To meet CPOST Standard #6, the designer's must add instructor qualifications.

Lt. DeSantis moved to recommend Provisional Approval; motion was seconded. A vote was taken and the motion passed.

❖ **CDC – Basic Correctional Officer Academy Apprenticeship Program**

This lesson plan was withdrawn.

**CDC**

❖ **Inmate Medical Services Plan Phase I Custody**

To meet CPOST Standard #4c, the designers must change Objectives #7 and 8 in the workbook to align with the test. To meet Standard #4f, the designers must change test question #2 to align with lesson plan pages #6-9 and change test question #12 to align with the lesson plan section in regards to Psychiatric Assessment Request (PAR).

Lt. DeSantis moved to recommend Provisional Approval; motion was seconded. A vote was taken and the motion passed.

**IV. Corrected Copies**

**CDC P&CSD**

❖ **Firearms Policy**

To meet CPOST Standard #2, the designers must clarify the prerequisites for the Basic Parole Agent I Academy and 7(k) field Parole Agent courses.

To meet CPOST Standard #4a, the designers must correct the dates to reflect the last revision.

Lt. DeSantis moved to recommend Provisional Approval; motion was seconded. A vote was taken and the motion passed.

**CYA Basic Academy**

Lt. DeSantis moved to recommend Full Approval for the following lesson plans; motion was seconded. A vote was taken and the motion passed.

❖ **Treatment Modalities: Module Two**

❖ **Facility Operations**

❖ **Facility Count Procedures**

❖ **Infections Diseases**

❖ **Disciplinary Decision Making System**

❖ **Chemical Agents**

❖ **Interviewing**

- ❖ Written Communication: Module Two
- ❖ Discretionary Decision Making
- ❖ Individualized Education Program (I.E.P)
- ❖ Laws of Evidence
- ❖ Sexual Misconduct
- ❖ Victims of Crime
- ❖ Defense Mechanisms
- ❖ Treatment Modalities: Module One

The following lesson plans were withdrawn.

- ❖ Suicide Prevention, Assessment, and Response (SPAR)
- ❖ Treatment Modalities: Module Four

### CYA Supervisors Training

- ❖ Personnel Practices

Lt. DeSantis moved to recommend Full Approval; motion was seconded. A vote was taken and the motion passed.

## **V. Other Business**

The following Curriculum Review Meeting and submission dates were established:

<u>Meeting Dates</u>	<u>Submission Dates</u>
July 9, 2003	June 23, 2003
August 13, 2003	July 28, 2003
September 10, 2003	August 25, 2003
October 8, 2003	September 22, 2003
November 19, 2003	November 3, 2003
December 10, 2003	November 24, 2003

A discussion over an implementation date for the Standards Checklist, and changes to the Procedures for Submitting Lesson, Approval Levels and Timelines, and Curricula Standards took place. A unanimous decision to recommend January 1, 2003, was made and approved. Lt. DeSantis will be adding the recommendation in his report to the Commission to have the Standards Checklist, Procedures for Submitting Lesson, Approval Levels and Timelines, and Standards documents take effect in January 1, 2003.

## **VI. Adjournment**

There being no further business or discussion, the meeting was adjourned at 12:15 pm.

Monique Ford  
Student Assistant, CPOST  
Recorder